



Job Description

JOB TITLE: Resident Assistant

Exempt (Y/N): Yes

SALARY LEVEL: see compensation section

SHIFT: Days, evenings, and weekends

LOCATION: University Housing

EMPLOYEE NAME:

PREPARED BY: Kimberly Osantowski

APPROVED BY:

APPROVED BY:

JOB CODE:

DOT CODE:

DIVISION: Division of Student Affairs

DEPARTMENT: University Housing

SUPERVISOR: Residence Hall Coordinator/
Graduate Assistant

DATE: 12/19/2011

DATE:

DATE:

SUMMARY: Resident Assistants are student staff members for the Office of University Housing within the Division of Student Affairs. Resident Assistants are student leaders whose primary responsibility is to build community within the residence halls and act as a primary resource for residents. Resident Assistants should act as a role model for their fellow students and residents and help support residents and their goals along with the goals and values of Lawrence Technological University. This position is primarily supervised by the building Residence Hall Coordinator/Graduate Assistant.

ESSENTIAL DUTIES and RESPONSIBILITIES (other duties as assigned by any University Housing or Division of Student Affairs staff member):

Leadership and Community

Act as a leader and role model on the floor, in the building, on and off campus, and through any online social networks and within your apartment. This includes, but is not limited to, academics, behavior, and remaining in good standing with the University.

Embrace and endorse Housing and University goals, traditions, and values and include them in the floor and building community.

Create a safe, living, learning, and all inclusive floor community that promotes, embraces, and respects academic success, personal responsibility, social growth, diversity, and leadership.

Maintain an open mind when it comes to students and diversity specifically with, but not limited to, culture, ethnicity, race, sexual orientation, gender, or religion.

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Encourage resident participation in Housing and on campus through involvement in programs, events, and campus clubs and organizations.

Be accessible to residents of the floor by being present on the floor and in the building and informing residents how to contact the Resident Assistant if unavailable.

Get to know all of residents of the floor on an individual basis.

Create and maintain appropriate boundaries with residents.

Be a liaison between residents and University Housing professional staff members.

Programming

Fulfill all programming requirements through floor and building events, floor meetings, one-on-one conversations with residents, and passive programs.

Plan and facilitate social, educational, and informational floor programs to bring the community together.

Be able to assess the needs of the residents on the floor and plan programs accordingly.

Attend and participate in all building wide events.

Resource and Referral Agent

Be the initial source of support for residents and be able to assist and refer them, if necessary, to the proper individual(s). Some issues may include, but are not limited to, personal, career, social, academic, or general concerns.

Demonstrate a working knowledge of campus agencies, their services and functions, and off campus resources.

Be a good listener and be able to assess student needs.

Act as a source of conflict resolution and be able to facilitate mediation procedures in roommate and/or community conflicts through roommate meetings and referring students as appropriate.

Stay up to date and inform residents of all necessary information within Housing and the University.

Policy Enforcement and Duty

Understand, abide by, communicate, and enforce all Housing and University policies within the residence halls, including the *Guidelines for University Living*, *Student Code of Conduct*, and the *Academic Honor Code*.

Assist with and know all emergency and crisis procedures pertaining to residents and the buildings

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when available – even when not on duty. These include, but are not limited to, resident emergencies and issues and fire and tornado procedures.

Participate in the building duty rotation, this could be as much as 1 night per week and 1 month per weekend.

Staff Support and Development

Be supportive and respectful of co-workers and share team responsibilities.

Maintain a positive attitude toward the Resident Assistant position, Housing, and the University.

Act professionally with fellow staff members and supervisors.

Be willing to grow personally and professionally.

Be willing and able to accept and give feedback from co-workers and supervisors.

Be willing to take initiative and go above and beyond job requirements.

Be willing to challenge ideas in a constructive manner and give suggestions for improvements within the buildings, on staff, and for the department.

Ask questions when unsure of something.

Know your limits.

Administrative Tasks and Communication

Be able to communicate effectively and appropriately with students, fellow staff, and supervisor(s).

Complete all paperwork (ACIs, 7 Day Counts, Duty Logs, Incident Reports, Room Inspection Reports, Staff Evaluations, etc.) accurately and within the deadline.

Check all lines of communication (mailbox, email, phone, etc.) at least once a day and respond within 24 hours, if necessary.

Post all information that comes your way.

Attend and be on time for all meetings.

Be responsible with all Housing keys and use them responsibly and when appropriate.

Be fiscally dependable with all monetary responsibilities.

Responsible for all information provided, particularly that given during all trainings, in-services, and meetings.

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Keep Residence Hall Coordinator/Graduate Assistant informed of all resident/floor/building issues and concerns.

Follow up with residents, staff members, and supervisors in a timely manner.

Follow all Information Desk policies and procedures.

Assist with departmental/divisional processes when needed.

Assist with Campus Facilities needs and work orders.

Maintain confidentiality as it pertains to the government law FERPA.

Time Commitments

Attend all trainings and in-services. Resident Assistant training begins 2 weeks before the Fall semester beginning on August 13, 2012 and the Thursday before Spring semester Thursday, January 10, 2013. In-services will be announced throughout the semesters if necessary. No outside activities should be planned during training periods.

Be present for all move-in and move-out processes.

Resident Assistants **must** participate in the holiday duty rotation, which include Labor Day weekend, Thanksgiving weekend, Winter Break, Spring Break, and Easter weekend.

Resident Assistants **must** stay until the Saturday after classes end until noon before they leave for Winter Break and must be back by 8:00 p.m. for all other breaks.

Resident Assistants may request nights away from campus (being gone later than 2 a.m.). These requests must be approved in advance by the Residence Hall Coordinator/Graduate Assistant. At no time may more than half of the building staff be out of the building. Requests to be away from campus during Fall training will be approved for emergencies only.

Some nights and weekends are required, specifically for all trainings and duty.

Attend weekly staff meetings.

Attend biweekly meetings with the building Residence Hall Coordinator/Graduate Assistant.

Resident Assistants are required to have 4 scheduled open door hours per week in their apartment.

Resident Assistants are expected to put academics first, the Resident Assistant position second, then all extracurricular activities third.

The Resident Assistant position is considered a ten hour a week on campus job position. Therefore, students with other on campus jobs or those who choose to work the Information Desk may do so for only ten hours per week.

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New Resident Assistants must wait five weeks before working any other on campus job other than the Information Desk.

Off campus employment is strongly discouraged for all Resident Assistants and those who wish to work off campus must get the approval of the building Residence Hall Coordinator/Graduate Assistant.

Resident Assistants should limit the number of other employment opportunities and extracurricular activities. The building Residence Hall Coordinator/Graduate Assistant will assess with each Resident Assistant their time commitments and may need to approve non-job related activities. The Resident Assistant may be asked to reduce their number of commitments so they do not infringe upon the time that should be dedicated to the residential community and job responsibilities. This may include co-ops, internships, membership in campus organizations, and any other activities.

Academic and Housing Requirements

Must have completed 30 credit hours before serving as a Resident Assistant.

Must have a cumulative GPA of 2.50 or above, and must maintain a GPA of 2.50 per semester while employed as a Resident Assistant.

Must carry a minimum of 12 credit hours each semester unless completing their final semester and may not carry over 17 credit hours. Exceptions may be made on a per case basis with the approval from the Residence Hall Coordinator/Graduate Assistant and the Director of Residence Life.

Must have at least one academic year of residence in University Housing at Lawrence Technological University.

Must not currently be on disciplinary probation under the terms of the *Student Code of Conduct*, nor have a civil judicial record.

Dates of Employment

The Resident Assistant position has a term of employment for 1 academic year between the following dates: August 13, 2012 through May 24, 2013.

Employment includes working nights, weekends, and some holidays.

Compensation

Resident Assistants receive a free single apartment for the duration of their employment.

Resident Assistants receive a stipend of \$500 paid over the course of their employment.

Resident Assistants receive a free meal plan for the duration of their employment.

This position may affect Financial Aid Status. The student is responsible for checking with the

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Financial Aid Office to determine the impact this position may have on any Financial Aid package.

Resignation or Termination

If a Resident Assistant chooses to resign they should, if possible, give two weeks notice.

If a Resident Assistant is not fulfilling the job description, not keeping the minimum GPA requirement, or is not in good standing with the University in any way they may be placed on warning, probation, or terminated from the position. Probation is only allowed for one semester of employment. If the Resident Assistant does not improve they will be terminated.

If a Resident Assistant resigns or is terminated they may continue to live in housing. They will be removed from the floor they were in employed on and given a room based on availability and will be charged the fee of the room, for their meal plan, and the stipend will be discontinued. If they chose to work at the Information Desk as a Desk Receptionist in addition to the Resident Assistant position, that employment will also conclude.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School diploma, or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply common sense in a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Computer knowledge using word processing (Microsoft Word preferred), e-mail, spreadsheets, typing skills, strong organization skills, excellent communication skills, both written and verbal, (must be able to communicate with a variety of individuals of various ages and backgrounds), record and data management experience, tact and diplomacy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger,

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handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.